





NASA Glenn Research Center – Pathways Applicant Guide to Saved Searches

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links: Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed. To the right of the logo, there are search filters for 'What:' and 'Where:', along with an 'Advanced Search' link and a 'Radius: 20 miles' dropdown. Below the navigation bar, the 'My Account' section for user 'Lauren' is visible, showing the 'Current Goal', 'Last login' date, and an 'Edit Profile' button. To the right of the 'My Account' section, there is a 'Highlights from USAJOBS' box with a welcome message and a list of benefits. Below the 'My Account' section, there are links for 'Resumes' and 'Saved Searches'. The 'Saved Searches' section features a 'Create a new saved search' button, which is highlighted by a red arrow. Below this button, it states 'You have created 0 of 10 possible saved searches.' and a link to 'View All Saved Searches'. On the right side of the page, there is a vertical menu with links: 'Inbox', 'Saved Jobs', 'Saved Documents', and 'Application Status'. At the bottom of the page, there is a footer with various links including 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USA.gov'. A disclaimer at the bottom states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

STEP 1. After you have created your User Account and logged into www.usajobs.gov, you can set-up automatic notifications of positions that interest you using the “Saved Searches” tool. Click on the “Create a new saved search” button to get started.

[Home](#)
[Search Jobs](#)
[My Account](#)
[Resource Center](#)

Welcome Laurent! | [Sign out](#)

Video Tutorial
[View our Advanced Search tutorial](#) - If you would like information on the best way to use Advanced search, view our video tutorial before executing your Search on USAJOBS.

Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Keyword Search ?
 (e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?
 Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;). (maximum of 10)

Pay Grade (GS) ?
 From To

Or

Salary Range ?
 From To

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

STEP 2. The top of the page will have basic information and a video tutorial is you would like to use these features in your search. These fields are not required fields, indicated by a *. The GS Pay Grades for students and recent graduates will run from GS-4 to GS-12 (to GS-11 if not considered a Research Position). You can also click on the blue question mark boxes for information on that field specifically.

Location Search ?
Show locations for this region: United States

State/Territory/Region	Then Locale(s)		Click buttons to add/remove (maximum of 10)
American Samoa		Add >> << Remove	
Arizona			
Arkansas			
California			
Colorado			
Connecticut			
Delaware			

☐ Show locations for Open Jobs only

Agency Search ?
Choose Department

Court Services and Offender Supervision Agency for DC
Department Of Agriculture
Department Of Commerce
Department of Defense
Department of Defense - Dept. of the Air Force
Department of Defense - Dept. of the Army
Department of Defense - Dept. of the Navy

Then refine your agency choice

	Add >> << Remove	Click buttons to add/remove (maximum of 10)

STEP 3. After scrolling down the page, you will see the Location Search fields. You can choose to add certain locations to your search. To view all of the NASA Centers, you can visit www.nasa.gov/centers which will show all the NASA Centers and facilities. You can then continue to the Agency Search fields. The Agency name will be "National Aeronautics and Space Administration".

Occupational Series ?

(maximum of 10)

<input type="checkbox"/>	Air Safety Investigating	1815
<input type="checkbox"/>	Air Traffic Assistance	2154
<input type="checkbox"/>	Air Traffic Control	2152
<input type="checkbox"/>	Aircraft Attending	8862
<input type="checkbox"/>	Aircraft Electrician	2892
<input type="checkbox"/>	Aircraft Engine Mechanic	8602
<input type="checkbox"/>	Aircraft Freight Loading	6968
<input type="checkbox"/>	Aircraft Mechanic	8852
<input type="checkbox"/>	Aircraft Mechanical Parts Repairing	8840
<input type="checkbox"/>	Aircraft Operation	2181

Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#) ?
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#) ?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?

☐ Yes
 ☒ No

Show only Senior Executive Service postings? ?

☐ Yes
 ☒ No

Exclude postings for jobs open longer than 30 days? ?

☐ Yes
 ☒ No

Sort Results By

☒ Key Word Relevance
 ☐ Date

Type of Work ?

☐ Permanent
☐ Temporary
☐ Term
☐ Detail
☐ ICTAP Only
☐ Student

Work Schedule ?

☐ Full-Time
☐ Part-Time
☐ Shift Work
☐ Intermittent
☐ Job Sharing
☐ Multiple Schedules

Show Jobs Posted:

All Jobs

STEP 4. After scrolling down the page again, you will see the Occupational Series fields. You can choose to add certain Occupational Series categories to your Saved Search. The Occupational Series for “Student Trainees” will end in –99, such as “Human Resources Student Trainee 0299”. Recent Graduate applicants will want to apply to specific Occupational Series positions since they are no longer students, such as “Electronics Engineer 0855”. We recommend leaving the remaining fields in their default state, unless you would like to specify additional criteria for your Saved Search.

Save this search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

*Name your Saved Search:

How often do you want to Receive E-mail Notifications? ?

☐ Daily
 ☒ Weekly
 ☐ Monthly
 ☐ None

[Site Map](#)
[Contact Us](#)
[Help/FAQs](#)
[Privacy Act and Public Burden Information](#)
[FOIA](#)
[About Us](#)
[USA.gov](#)

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STEP 5. Once you have checked over all of your fields, you can name the Saved Search. A helpful tip is to name your Saved Search with some of the criteria you selected in the fields above, such as “Weekly NASA Electrical Engineering 0850 Series” or “Daily NASA Pathways Intern Series”. After you click “Save Search” you can continue this for up to 10 searches on your profile. Please check if your Saved Search will work by testing it with the Save and Run button (make sure you know a position that should come

up with the filter). If you do not see the position that would have been appropriate, you may need to revise the criteria. The more positions you filter, the better your chance of finding something that aligns with your specifications.
